

NOTE (ii).—Any person who has appeared at an examination the passing of which will render him eligible to appear at the Ministerial Service (First and Second Divisions) Examination, but has not been informed of the result, may apply for admission to the latter examination. A candidate who intends to appear at such a qualifying examination may also apply, provided the qualifying examination is to be concluded before the commencement of the Ministerial Service Examination. His application will be accepted provisionally if he is eligible in all other respects and he will be required to furnish not later than the date on which the results are ready for communication to the Government of India proof of having passed such qualifying examination. Failure to furnish such proof will render the candidate ineligible for appointment.

10. Candidates must be of good character and must furnish such proof as the Public Service Commission may require that they are suitable in all respects for appointment to the public service.

11. Candidates already in Government service may compete at the examination provided that they fulfil all the conditions mentioned in this section. Applications from candidates in Government service must be submitted through the Head of the Department or office concerned.

12. The subjects of examination, the time allowed for, and the maximum marks allotted to each subject will be as follows:—

(a) ARITHMETIC:—Time one hour, Marks 100.

The questions will be designed to test intelligence, accuracy and rapidity in working.

(b) HANDWRITING:—Time 20 minutes—Marks 50.

Candidates will be required to copy a passage printed in English. Marks will be awarded for accuracy, legibility, neatness and speed. If a candidate is unable to copy the whole of the passage, marks will be deducted in proportion to the shortage. No candidate who secures less than 40 per cent of the total marks in this subject will be considered eligible for appointment.

(c) GENERAL KNOWLEDGE:—Time one hour—Marks 100.

Candidates will be required to give brief answers to questions concerning current events, common phenomena and matters of everyday interest or common knowledge.

(d) ENGLISH COMPOSITION:—Time two hours—Marks 300.

Candidates will be tested in the following:—

(i) Drafting.

(ii) Precis Writing.

(iii) Correcting mistakes in English.

(iv) Proof correcting.

SECTION B.—Special conditions applicable to retrenched personnel.

13. Any person who, as a measure of retrenchment, has been discharged from the Government of India Secretariat or from an office attached or subordinate to the Government of India, whether located at headquarters or elsewhere, and who will be over the age of 24 years on the 1st October 1937, will be eligible to compete at the examination, subject to the conditions prescribed in paragraphs 14 to 17 below.

14. A candidate must not be more than 30 years of age on the 1st October 1937, and must not have been more than 25 years of age when he or she first entered Government Service.

NOTE.—The date of first entry into Government service is the date from which the candidate was continuously in Government employ until his or her discharge as a measure of retrenchment.

15. A candidate must, except as provided in this Section, comply with all the conditions prescribed in Section A.

16. Candidates who have appeared at more than one examination for appointments as Assistants and Clerks in the First and Second Divisions of the Ministerial Establishment of the Government of India may not compete at this examination.

17. A candidate's application must be accompanied by a certificate from the Head of the Department or Office from which he or she was discharged stating (a) that the candidate was not more than 25 years of age when he or she first entered Government service as explained in paragraph 14 above; (b) that as a measure of retrenchment the candidate was discharged from an appointment which he or she held in a permanent capacity or in which, but for retrenchment, he or she would have been confirmed; and (c) that the candidate is suitable for re-employment in Government service.

NOTE 1.—Copies of the Pamphlets of the competitive examinations held in July 1933 and August 1935, for recruitment to the Ministerial Service of the Government of India Secretariat and its Attached and Subordinate Offices, containing the Notice, the Question papers and the Table of Marks, may be purchased from the Manager of Publications, Civil Lines, Delhi.

NOTE 2.—A copy of the statement of marks obtained by candidates will be sent to each candidate when the results are ready. The offers of appointments will be made by the Government of India in the Home Department to whom all communications regarding the same should be addressed.

H. Hamill,
Secretary,
Public Service Commission.